

## GROUP DESCRIPTIONS

### CUPERTINO NON-PROFIT:

Any organization claiming status as a Cupertino-based non-profit organization must demonstrate in writing on the organization's letterhead that it is located in Cupertino, provide a list of its members with full addresses to determine 33% Cupertino resident participation, and proof of non-profit status in the form of a 501(c)(3) form from the Internal Revenue Service.

### NON-PROFIT:

A non-resident non-profit organization must provide proof of their non-profit status in the form of a 501(c)(3) form from the Internal Revenue Service.

### CUPERTINO RESIDENT:

Proof of Cupertino residency is required at the time of reservation in the form of a current utility bill with applicant's name and address printed on the bill. Cupertino residency is defined as an actual permanent place of abode within the 95014 zip code.

### NON-RESIDENTS:

Private, special interest or business groups for functions not open to the public.

**PROOF OF CUPERTINO RESIDENCY OR NON-PROFIT STATUS IS REQUIRED AT THE TIME OF RESERVATION.**

### SECURITY DEPOSIT

A security deposit is required for all groups. Security deposit is due at time of reservation. The Department Director may also require a deposit based on the nature of the event. The security deposit is refunded if no damage occurs. See rates.

Reservations must be completed in person at the **Cupertino Senior Center** during operating hours: **Monday to Friday from 8 a.m. to 5 p.m.**

- ◆ Reservations are not accepted by telephone or on the City's website.
- ◆ Reservations require at least 10 business days' prior notice. For events serving alcohol, reservations must be made 30 days prior to event.
- ◆ Proof of residency or non-profit status required at time of reservation (see Group Descriptions).
- ◆ Security deposit required at time of reservation. Final payment will be due no later than two weeks prior to event.
- ◆ Two hour minimum weekend rentals.
- ◆ Cancellation policy: 30 days prior to event and must be in writing.
- ◆ Functions exceeding the time limits of reservation shall be charged 1.5 times the associated hourly fee for the first 30 minutes, and every hour, thereafter.

### SECURITY STAFF

Security staff will be required when alcohol is served. Cost is an additional \$40 per hour and a six hour minimum.

### GENERAL LIABILITY INSURANCE

All groups using the Reception Hall and expecting 100+ people may be subject to \$1M General Liability Insurance, with endorsement to policy showing City of Cupertino as Additional Insured. If a group is serving alcohol in the above room, \$1M General Liability Insurance, with endorsement to policy showing City of Cupertino as Additional Insured is required. The certificate of insurance and the endorsement must be submitted 30 days prior to the rental date.

# Cupertino Senior Center

## RENTAL INFORMATION



**Cupertino Senior Center**  
**21251 Stevens Creek Blvd.**  
**Cupertino, CA 95014**

**(408) 777-3150**  
**cupertino.org/facilities**



**CUPERTINO**

The City of Cupertino's **Senior Center** provides a multitude of activities and services for the citizens of Cupertino. Located at Memorial Park, off Mary Avenue, the rooms at the Senior Center may be reserved by Cupertino residents, non-profit organizations, and non-residents.

### Reception Hall

Capacity: 200 theater style, 175 buffet style



This room will accommodate up to 200 guests, theatre style, or up to 175 guests buffet style. There is a full size kitchen and a deck included in the rental.

### Bay Room

Capacity: 40 people, with sink in the room



The Bay Room comfortably seats 40 people. There is no kitchen access, though there is a sink in the room.

### Arts & Crafts

Capacity: 40 people with sink in the room



The Arts and Crafts Room seats up to 40 people with no kitchen access, though there is a sink in the room.

### Classroom

Capacity: 26 people



The Classroom seats 26 people with tables, and has no kitchen access.

### Conference Room

Capacity: 10 people



This room accommodates 10 people comfortably, and has no kitchen access.

## ROOM RENTAL RATES

Rental fees are applied for preparation, actual program, and cleanup after the event. Rooms are available for rental:

**Monday to Thursday, 8 a.m. to 10 p.m.**

**Friday and Saturday, 8 a.m. to 11 p.m.**

**Sunday, 8 a.m. to 10 p.m.**

M-F Up to 5 pm    Fri 5pm-Sun

#### Reception Hall

Cupertino Non-Profit	\$30/hr	\$80/hr
Non-Profit	\$48/hr	\$128/hr
Resident	\$144/hr	\$240/hr
Non-Resident	\$180/hr	\$300/hr

#### Bay Room/Arts & Crafts

Cupertino Non-Profit	\$22/hr	\$36/hr
Non-Profit	\$27/hr	\$45/hr
Resident	\$43/hr	\$72/hr
Non-Resident	\$54/hr	\$90/hr

#### Classroom

Cupertino Non-Profit	\$20/hr	\$32/hr
Non-Profit	\$24/hr	\$40/hr
Resident	\$38/hr	\$64/hr
Non-Resident	\$48/hr	\$80/hr

#### Conference Room

Cupertino Non-Profit	\$10/hr	\$25/hr
Non-Profit	\$16/hr	\$40/hr
Resident	\$31/hr	\$52/hr
Non-Resident	\$39/hr	\$65/hr

#### Security Deposit

Reception Hall:	\$500
All Other Rooms:	\$300

#### Security Staff (Required when alcohol is served)

Minimum of 6 hours

All Groups	\$40/hr	\$40/hr
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#### Overtime Fee

Functions exceeding the permitted reservation time shall be charged 1.5 times the associated hourly fee for any time up to the first half-hour, and 1.5 times the associated hourly fee for every hour thereafter. This charge will be deducted from the security deposit.